

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: <u>DPS13210540</u>	DATE POSTED: <u>07/27/15</u>
POSITION NO: <u>946486</u>	CLOSING DATE: <u>OUF</u>
POSITION TITLE: <u>Criminal Investigator Supervisor</u>	
DEPARTMENT NAME / WORKSITE: <u>Department of Criminal Investigations / Tuba City, AZ</u>	
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/> GRADE/STEP: <u>AB69A</u>
WORK HOURS: <u>08:00 AM - 5:00 PM</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: <u>        </u> \$ <u>61,838.40</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : <u>        </u> \$ <u>29.73</u> PER HOUR
	TEMPORARY: <input type="checkbox"/> <u>  </u>

**DUTIES AND RESPONSIBILITIES:**

Supervise and coordinate the work of district criminal investigators and civilian employees; prepares and schedules assignments, instructs oper administrative activity, provide training and enhance career development. Ensures operational compliance with contract requirements, general o and regulations, standard operating procedures and NN personnel policies and procedures. Reviews and prepares performance assessment contract compliance. Initiates disciplinary action when appropriate. Monitors financial and procurement process. Represents and provides info behalf of the department in community and group meetings. Direct and provide oversight on criminal case management; review criminal ca provide required written reports. Monitor and account for use, storage, preservation, and disposal of property and equipment and evidence contri district coroner and review death certificates. Serve as Commander in the absence of the department commander. Directs and oversees cc sensitive criminal investigations to include (but not limited to) undercover operation, surveillance, arrests, interviewing or interrogating suspe conduct search and seizures, search and recovery, felony execution, and exercise full peace officer authority. Observe Federal, State, and tribal s regulations when investigating crimes against person and property. Coordinate and conduct joint investigative efforts with federal, state and enforcement agencies, maintain close contact with federal, state, and tribal criminal justice organizations.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED; supplemented by seventy (70) college credits from an accredited college or university; and six (6) years professional law enforcement experience at the level of senior criminal investigator conducting comprehensive investigations of complex criminal cases, fraudulent schemes and political corruption cases.

**Preferred Qualifications:**

- A Bachelor's degree in Criminal Justice, Public Administration, Information Science Technology, Management Information Systems or related field.

**Special Requirements:**

- Must possess current Arizona and New Mexico Peace Officer Standards and Training (POST) Certification.
- Must possess the Federal Criminal Investigator Certification from the Federal Law Enforcement Training Center.
- A Favorable background investigation.
- Must never have been convicted of a felony or domestic violence or a domestic violence related charge or any sustained record of dishonesty or untruthfulness and must not have been convicted of a misdemeanor within the past five (5) years.
- Possess a valid state driver's license.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

- Knowledge of applicable tribal, federal, state and local laws and ordinances of modern police administration, police methods, use of police records and application to criminal investigation.
- Knowledge of functions and organization of tribal, state and federal government entities.
- Knowledge of advanced principles of criminal justice system and law enforcement agencies.
- Knowledge of technical research and analytical methods and techniques.
- Skill in using electronic database systems.
- Skill in Analyzing and evaluating complex crime information from multiple sources.
- Skill in disseminating complex and high priority crime information.
- Skill in written and oral communication.
- Skill in working independently on difficult or complex tasks and assignments.
- Skill in analyzing situations quickly and objectively to determine course of action.
- Skill in establishing and maintaining effective working relationships.
- Ability to supervise criminal investigators on complex criminal investigations.
- Ability to provide directions, guidance and training for subordinate employees.
- Ability to prepare specialized and complex reports.
- Ability to monitor and ensure compliance with the applicable laws, rules, policies and procedures.

**<<A favorable background investigation is required>>**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**

# JVA PROCEDURES

DPS13210540

Programs must comply with the Job Vacancy Announcement Submission and Advertisement schedule.

Programs must submit a hardcopy of the Job Vacancy Announcement utilizing the Excel template available on DPM's website. In addition, programs must email a copy of the JVA to the assigned Human Resource Analyst.

Comply with the employment, recruitment and selection policies and the requirements of applicable Navajo Nation, State, and Federal Laws.

In defining the duties and responsibilities of the vacant position each position description is to be program specific. **DO NOT copy from class specification word for word.**

Programs who wish to re-advertise a position may do so by submitting a written request to DPM in accordance with the JVA Submission and Advertisement Schedule.

☒ Yes ☐ No

## FOR PROGRAM USE ONLY

Contact Person: Shannon Gravatt

Telephone: (928) 871-6390

Prepared by: Shannon Gravatt

Title: Admin Svc Ofcr Date: \_\_\_\_\_

Approved by: Harry Sombrero

Title: CI Director Date: \_\_\_\_\_

• A Bachelor's degree in Criminal Justice, Public Administration, Information Science Technology, Management Information System

Dept. No: \_\_\_\_\_ Account No.: \_\_\_\_\_

Funds Available: \_\_\_\_\_

Occupied? \_\_\_\_\_ Status Code: \_\_\_\_\_

Name: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_